



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

JBP HHINST 11100.2A
JB9
JAN 22 2019

JOINT BASE PEARL HARBOR HICKAM INSTRUCTION 11100.2A

From: Commander, Joint Base Pearl Harbor Hickam

Subj: UNACCOMPANIED HOUSING INSTRUCTION

Ref: (a) DoD Manual 4165-63M
(b) UFC 4-721-10
(c) CNICINST 11103.5
(d) OPNAVINST 7220.12
(e) CNICINST 11103.14
(f) CNICINST 11103.13A
(g) COMNAVREGIINST 5354.1
(h) JBPHH MOU ANNEX K-2
(i) AFI-32-6005
(j) JTR
(k) COMNAVREGHIINST 7220.2F
(l) JBP HHINST 11103.1A
(m) OPNAVINST 1640.10

Encl: (1) Adequacy, Assignment Priorities and Policies
(2) Unaccompanied Housing Regulations
(3) Check-In and Check-Out Procedure
(4) Barracks Check Out form
(5) Resident Advisor Agreement and Designation Letter
(6) Geographic Bachelor Procedures
(7) Basic Allowance for Housing
(8) BAH Request Form
(9) BAH Waitlist Application

1. Purpose. To implement policy, standards, procedures, and responsibilities for operating Unaccompanied Housing (UH) per references (a) through (m) onboard Joint Base Pearl Harbor Hickam (JBPHH). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. JBP HHINST 11100.2

3. Background. The Secretary of the Navy (SECNAV), Chief of Naval Operation (CNO), Commander Naval Installations Command (CNIC), Commander Navy Region Hawaii (CNRH), and Joint Base Commander (JBC) are committed to improving the quality of life for UH residents. The operation, habitability, material condition, and cleanliness significantly impacts morale, retention, and mission performance. Efficient management by maintaining high

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standards of service to the residents protects the Navy's substantial investment in facilities and reduces operating costs.

4. Discussion

a. Commanding Officers (CO), Unit Commanders, Officers in Charge (OIC), Program Directors, and tenant commands whose personnel reside in UH are charged with the responsibility of contributing to the good order and discipline of residents. This is accomplished by conducting weekly inspections of spaces assigned to their personnel and applying appropriate corrective and/or disciplinary actions in instances of failure to comply with the regulations contained herein.

b. UH residents will be provided clean, habitable quarters and are required, upon vacating, to return the quarters and assigned furnishings in the same condition, with allowance for normal wear and tear.

c. UH residents will be responsible for routine housekeeping and for reporting items in need of repair or replacement to appropriate barracks personnel. Per reference (b), residents will be held liable for loss of, or damages to, UH property caused by abuse, negligence, or willful misconduct, including that caused by invited guests. When a resident checks into UH and does not receive a clean and habitable room, they are responsible to inform barracks staff immediately.

d. Maximum cooperation is required between tenant commands and UH staff to maintain high standards of habitability and conduct within UH complexes.

e. In order to provide the best possible quarters for all personnel, UH staff will adhere to the following management precepts:

- (1) Manage and control UH on a continuous basis.
- (2) Provide continuous optimal customer service to UH residents.
- (3) Ensure optimum utilization of rooms.
- (4) Apply standards of cleanliness, conduct, and accountability for residents' overall well-being.
- (5) Ensure safety and security of residents.
- (6) Maintain a high standard of material condition through a vigorous program of corrective and preventive maintenance.
- (7) Budget for replacement of furnishings based on applicable life cycle guidance.

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f. Command personnel will be berthed together in barracks facilities within close proximity to the maximum extent possible. However, full utilization of UH spaces will take precedence over unit integrity.

5. Mission. To provide quality barracks accommodations and exceptional service to permanent party residents of JBPHH and to ensure proper assignment standards and policies are applied as per enclosure (1).

6. Action. The maintenance of a high level of habitability, material condition, and cleanliness in UH is an all hands evolution of supervision and cooperation. Enclosure (2) further details resident responsibilities.

a. JBC will:

(1) Determine and approve policy, regulations, and procedures for UH complex administration and operation utilizing current regulations, per references (a) through (m).

(2) Determine resource allocation and operation of UH complex.

(3) Provide command attention to specific problem areas and general living conditions in UH and all aspects of operations thereof.

b. Tenant COs and OICs will:

(1) Exercise disciplinary control over unit personnel residing in UH by:

(a) Participating in weekly inspections of spaces allocated to their personnel. Inspection should cover a minimum of 25 rooms or 25 percent of total rooms allocated, whichever is less.

(b) Ensuring prompt correction of room discrepancies created by residents.

(c) Administering disciplinary action when appropriate.

(d) Conducting routine Command Master Chief (CMC)/Chief of the Boat (COB)/Senior Enlisted Leader (SEL) visits to UH where command personnel reside to ensure good order and discipline.

(e) Providing UH Fire and Security watches when deemed necessary by the JBC.

(f) Ensuring pre-deployment cleaning checklists have been completed by assigned residents and coordinate pre-deployment and final inspections with Building Complex Managers at a minimum one month prior to deployment.

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(2) Recommend and participate in approved self-help programs to improve UH material condition.

c. JBPHH Housing Director will:

(1) Oversee all aspects of UH housing operations.

(2) Ensure UH rules and regulations are followed and enforced.

(3) Manage daily operation through UH Manager/UH Officer, ensuring proper training and adherence to this instruction and other pertinent regulations for effective control of UH operations.

(4) Resolve escalated issues arising from operations, requiring coordination with other departments.

d. JBPHH CMC and SEL will:

(1) Enact Sexual Assault Prevention and Response (SAPR) Roving Patrol is conducted per reference (g).

(2) Routinely visit UH facilities to ensure good order and discipline.

e. JBPHH UH Manager will:

(1) Coordinate planning, budgeting, staffing, maintenance, and management of UH operations.

(2) Ensure UH rules and regulations are followed and enforced.

(3) Supervise UH staff, ensuring proper training and adherence to this instruction and other pertinent regulations for effective control of UH operations.

(4) Ensure optimum standards of appearance, maintenance, cleanliness, and good order are observed in UH.

(5) Maintain liaison with JBPHH Public Works Department (PWD) on program maintenance and improvement of UH.

(6) Work cooperatively with PWD to provide UH requirements relating to facilities maintenance to ensure integration into the support service maintenance plan.

(7) Review and ensure accuracy of all data required to update the determination of UH requirements and asset reports.

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f. UH Officer will:

(1) Ensure the safety of residents and UH staff as well as accountability and security of government and personal property within UH.

(2) Ensure UH rules and regulations are followed and enforced per enclosure (2).

(3) Maintain UH training requirements of the barracks staff in the performance of their duties.

(4) Ensure UH Complex Managers maintain the material, safety, habitability, maintenance, and accountability of government property within assigned UH barracks and associated facilities; to include parking lots/structures within 50 feet of the UH complex.

(5) Manage the Resident Advisor (RA) Program

g. RA will:

(1) Understand, support, abide by, and enforce local policies, while providing customer service and respect for residents, per reference (f) and enclosure (5).

(2) Report to the UH Officer and operate as a direct communication link between residents and the UH Complex Manager; offer assistance to residents and staff as needed.

(3) Maintain good order, discipline, and military decorum; correct minor infractions as they occur and report unprofessional behavior as necessary to UH Officer.

(4) Provide a senior leadership presence at the facility, be available on site during evenings, weekends, and holidays on a rotating basis, and actively engage within SAPR Roving Patrol Program per reference (g).

h. UH Residents will:

(1) Abide by the rules and regulations contained herein and in enclosure (2).

(2) Promptly apprise the UH staff of material, safety, and habitability deficiencies in rooms to which assigned and in any common use areas.

(3) Provide constructive suggestions for improving UH operations and procedures either directly or via their respective UH Resident Advisory Board representative or suggestion forms.

(4) Promptly report to RA or UH staff any disturbance or abuse of government property.

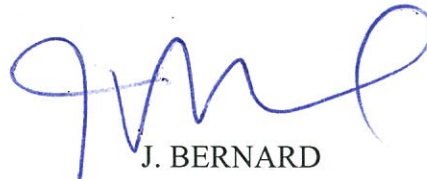
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i. Public Works Officer will provide proper maintenance and repairs for all UH facilities and related buildings.

7. Applicability. This instruction is applicable to all JBPHH UH staff and residents.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, JBPHH will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.

A handwritten signature in blue ink, appearing to be 'J. Bernard', is written above the printed name.

J. BERNARD

Web Page Address:

http://www.cnmc.navy.mil/regions/cnrh/installations/jb_pearl_harbor_hickam/about/jbphh-instructions.html

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ADEQUACY, ASSIGNMENT PRIORITIES AND POLICIES

1. Minimum Standards of Adequacy. Comfortable, well-furnished and well-maintained housing facilities and quality service will be provided for all residents as per reference (a).
2. Adequacy criteria. Are divided into four main areas:
 - a. Privacy
 - b. Room Size
 - c. Bathroom Configuration
 - d. Environmental Standards. Per reference (b), the absence of mechanical air conditioning (AC) for UH facilities in Hawaii does not render the facility inadequate. Naval Facilities Command (NAVFAC) and JBPHH will strive to include AC as a standard feature on all future renovations, modernizations, and construction.
3. UH Assignment Categories. Eligibility requirements are as follows:
 - a. Permanent Party. Defined as Active Duty members:
 - (1) Without dependents.
 - (2) With dependents, executing dependent-restricted orders.
 - (3) With dependents, on unrestricted orders but unaccompanied by their dependents.
 - (4) Who are ineligible or becomes ineligible for Basic Allowance for Housing (BAH) as a result of assignment to adequate space in unaccompanied housing assigned to commands supported by the installation. BAH eligibility is outlined per reference (c) and (d), and procedures per enclosure (7).
 - (a) Resident Advisors (RAs). The purpose of the RA Program is to promote good order and discipline in UH. Resident Advisors are permanent party personnel, normally senior enlisted personnel, who reside in UH barracks and are assigned collateral and management duties. They are also available to provide counseling and other assistance to junior residents in the UH. Enclosure (5) provides detailed procedures per references (e) through (g).
 - (b) Geographic Bachelor (GB) are those personnel who execute Permanent Change of Stations (PCS) orders voluntarily without family members. GB requests are reviewed by the UH Review Board. Enclosure (6) provides detailed policy and guidance per reference (c) and (f).

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4. Navy Assignment Standards. As per reference (c), Navy personnel are assigned as follows:

a. E1 through E3 Sailors are assigned to shared bedrooms, no more than two sharing per bathroom, where inventory allows, 90 square feet per member.

b. E4 are assigned to private bedrooms, no more than two person sharing a bathroom, 90 square feet per member.

c. However, full and best use of UH spaces will take precedence as per reference (h).

5. Air Force Assignment Standards. As per reference (i), in accordance with reference (h), Air Force (AF) personnel are assigned as follows:

a. E1 through E4 Airmen are assigned to private rooms, no more than two sharing per bathroom.

b. Per reference (i), room square footage shall meet Table 3.1 through 3.3 stated adequacy standards.

6. Assignment Priority to Unaccompanied Housing. In accordance with reference (c), the goal is to provide suitable housing for all E1 - E4 personnel (Navy less than 4 years and AF less than 3 years) and based upon local conditions, the maximum percentage of personnel E4 over four years. UH is intended for the Navy and AF's most junior enlisted personnel. Eligible personnel will be assigned to UH in the order supported by the following priorities and categories in Table 1.

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Table 1. UH Assignment Priority, in accordance with reference (c)

Priority 1	Unaccompanied key and essential service members.																		
	Military Necessity: <ul style="list-style-type: none">When in the judgment of the JBC, housing of an individual(s) is required because circumstances involving mission accomplishment, contingency operations, training, or maintenance of a disciplined force. Every effort will be made to provide adequate accommodations as outlined and defined in reference(c).																		
Priority 2	Unaccompanied permanent party personnel.																		
	<ul style="list-style-type: none">Category I Unaccompanied Service members not entitled to BAH<table><tr><td>Rank</td><td>Duty Type</td><td>Years of Service(YOS)</td></tr><tr><td>E1 - E4</td><td>Sea Duty</td><td>Less than 4</td></tr></table>				Rank	Duty Type	Years of Service(YOS)	E1 - E4	Sea Duty	Less than 4									
Rank	Duty Type	Years of Service(YOS)																	
E1 - E4	Sea Duty	Less than 4																	
	<ul style="list-style-type: none">Category II E1 – E4 Shore/Rotational duty personnel in the following order:<table><tr><td>Priority</td><td>Rank</td><td>Duty Type</td><td>Years of Service(YOS)</td></tr><tr><td rowspan="2">2a</td><td>Navy E1- E4</td><td>Shore/ Rotational</td><td>Less than 4</td></tr><tr><td>AF E1-E4</td><td>Shore</td><td>Less than 3</td></tr><tr><td>2b</td><td>Navy/AF E4s</td><td>All</td><td>Over 4</td></tr></table>				Priority	Rank	Duty Type	Years of Service(YOS)	2a	Navy E1- E4	Shore/ Rotational	Less than 4	AF E1-E4	Shore	Less than 3	2b	Navy/AF E4s	All	Over 4
Priority	Rank	Duty Type	Years of Service(YOS)																
2a	Navy E1- E4	Shore/ Rotational	Less than 4																
	AF E1-E4	Shore	Less than 3																
2b	Navy/AF E4s	All	Over 4																
Priority 3	All other unaccompanied personnel, including voluntarily separated personnel, occupancy is on a space available basis.																		
	<ul style="list-style-type: none">Category I Navy/AF E5s – Paid E5 personnel eligible for but not in receipt of a housing allowance.Category II Resident Advisors – Service members approved by the UH Command Review Board.<table><tr><td>Rank</td><td>Duty Type</td></tr><tr><td>E6 - E9</td><td>All</td></tr></table>				Rank	Duty Type	E6 - E9	All											
Rank	Duty Type																		
E6 - E9	All																		
Priority 3																			
	<ul style="list-style-type: none">Category III Geographic Bachelors (GBs): Service members in receipt of BAH at the “with dependents” rate and have executed Permanent Change of station (PCS) orders that authorized movement of dependents. Authorized requirements as determined by reference (c). Priorities are as follows:<table><tr><td>Priority</td><td>Rank</td><td>Duty Type</td></tr><tr><td>3a</td><td>E1 - E9</td><td>Shore</td></tr><tr><td>3b</td><td>E1 - E9</td><td>Rotational</td></tr><tr><td>3c</td><td>E1 - E9</td><td>Sea Duty</td></tr></table>Category IV All other Permanent Party personnel assigned to other units and services not supported by the installation’s official requirements documents				Priority	Rank	Duty Type	3a	E1 - E9	Shore	3b	E1 - E9	Rotational	3c	E1 - E9	Sea Duty			
Priority	Rank	Duty Type																	
3a	E1 - E9	Shore																	
3b	E1 - E9	Rotational																	
3c	E1 - E9	Sea Duty																	

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7. Berthing Policy. Temporary Lodging Allowance (TLA). When government berthing is not available for unaccompanied paid E5 and above shore duty/rotational personnel, TLA may be authorized for the following circumstances per references (j) and (k):

a. Arrival TLA. Upon initial reporting to gaining command with duty in Hawaii, pending assignment of government unaccompanied housing or completion of arrangements for permanent accommodations (i.e. civilian rental lease, Public/Private Housing (PPV) housing, purchase). Arrival TLA may be authorized in increments of 10 days or less not to exceed 60 days. Inbound unaccompanied personnel must report to the Housing Services Center within 72 hours of reporting to gaining command. Failure to report to Housing Services Center located at 4825 Bougainville Drive, Honolulu, Hawaii 96818 within 72 hours will result in the loss of authorized TLA per reference (k).

b. Departure TLA. Immediately preceding departure on PCS orders from current duty station, TLA may be authorized for the period of time after permanent accommodations are vacated up to the date of departure, not to exceed a total of 10 days. Departure TLA is not authorized for personnel who are assigned to and reside within government type berthing as they are allowed to retain berthing until their departure date.

8. Correctional Custody. JBPHH UH will not administer personnel awarded correctional custody.

9. Separation/Disciplinary/Cool Down Berthing. Commands seeking separation/disciplinary type berthing are required to receive JBC approval. Personnel will be administered by their parent command. Cool-down berthing will be assigned at Transient Personnel Unit (TPU) per reference (l).

10. Surface Ships/Submarines in Overhaul. When surface ships or submarines homeported in Pearl Harbor are declared uninhabitable, berthing will be provided in the following order:

a. E1 through E4 crewmembers will be berthed in available UH facilities. The UH Manager and the Ship's Repair Availability (SRA) Coordinator will ensure maximum occupancy of UH facility.

b. Remainder of personnel may be housed in Navy Gateway Inns and Suites (NGIS). Payment for rooms will be coordinated by NGIS accounting, front desk, and the SRA Coordinator.

11. Pregnant Servicewomen. Pregnant service women with no other family members (dependents) are authorized to reside in UH for the full term of their pregnancy in accordance with reference (c); enclosure (7) discusses BAH authorization due to pregnancy.

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12. Exception to Policy. All waiver requests are staffed through the JBPHH chain of command to the JBC for review and consideration. Requests must:

- a. Be submitted by member's Commanding Officer.
- b. Be submitted using sample letter format provided below.
- c. Provide complete explanation and justification for exception to policy and clearly state desired outcome.
- d. Provide supporting documentation.
- e. Submit requests to the following address:

Joint Base Pearl Harbor Hickam, JB932
JBPHH Unaccompanied Housing Admin Office,
1075 North Road, Bldg 1323, Gabrunas Hall
JBPHH, HI 96860

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EXCEPTION TO POLICY REQUEST FORMAT

1150
Ser XX/XX
DD Mmm YY

From: Commander, XXXXX,XXXX

To: Commander, Joint Base Pearl Harbor-Hickam

Subj: REQUEST EXCEPTION TO POLICY FOR (STATE THE REASON)

Ref: JBPHHINST 11100.2A

1. Per reference (a), provide clear, concise information, providing pertinent details and justification for your request.

2. Provide point of contact information of the command representative E7 or above or CMC/COB/1st Shirt.

I. M. CAPTAIN

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UNACCOMPANIED HOUSING REGULATIONS

	RULE	PERMITTED	PROHIBITED
1	<u>Guests</u>	<p>Guests over the age of 18 are permitted, provided they do not interfere with good order and discipline or inconvenience other occupants.</p> <p>NOTE: Sponsors are responsible for the actions of their guests. Guests will be accompanied by their sponsors at all time.</p>	<ul style="list-style-type: none"> • Guests under the age of 18 are strictly prohibited. • OVERNIGHT GUESTS ARE STRICTLY PROHIBITED. <p>NOTE: Violators will be subject to disciplinary action to include removal from the barracks.</p>
2	<u>Guest - Visiting Hours</u>	<ul style="list-style-type: none"> • Weekdays- Begin at 1200 • Weekend/Holidays – Begin at 0800 • Visiting hours secure at <ul style="list-style-type: none"> ○ 2300 on nights preceding weekdays ○ 0100 on nights preceding weekend or holidays. 	<p>Violators will be subject to disciplinary action and removal from the barracks.</p>
3	<u>Co-habitation</u>	<p>Personnel not assigned to a specific UH bed space are not authorized to live in any UH bed space or common area.</p>	<p>Co-habitation is prohibited.</p> <p>NOTE: Violators will be subject to administrative or disciplinary action and removed from the barracks.</p>
4	<u>Alcohol - Use</u>	<p>Permitted if 21 or older; for use within assigned room only.</p>	<ul style="list-style-type: none"> • If any member in a room is under 21, alcohol is not permitted within the room at any time. • Consumption of alcoholic beverages by personnel under 21 is prohibited. • Alcohol drinking games <p>NOTE: Drunkenness and/or abuse of alcoholic beverages may result in termination of UH assignment.</p>
5	<u>Alcohol - Amount Limits</u>	<p>Residents 21 and older are permitted to have one of the below set limitations:</p> <p>(1) Hard liquor not to exceed a total quantity of 1.75 liters</p> <p style="text-align: center;">OR</p> <p>(2) Two six packs of beer</p> <p style="text-align: center;">OR</p> <p>(3) Two bottles of wine.</p>	<ul style="list-style-type: none"> • Kegs of beer are not authorized in rooms, lounges or common areas at any time. • Any amount of alcohol greater than permitted. <p>NOTE: Violators will be subject to disciplinary action and removal from the barracks.</p>
6	<u>Alcohol – Planned Gatherings / Social events in UH spaces.</u>	<p>Permitted in common areas with seven-day notice by complex RA to UH Chain of Command (CoC).</p> <ul style="list-style-type: none"> • One case of beer, and/or more than one (1) bottle of hard liquor is authorized with the 	<ul style="list-style-type: none"> • Alcohol consumption is strictly prohibited in any area outside of permitted common areas. • Charging a monetary fee to attend social events is prohibited.

	RULE	PERMITTED	PROHIBITED
		<p>approval of the Complex Manager and endorsed by the cognizant RA.</p> <ul style="list-style-type: none"> • Social gatherings (10 or more personnel shall not exceed alcohol limitations) will be limited to the lounges and picnic areas. • The RA is responsible to sign off and for securing the area after the event. <p>NOTE: RAs shall ensure good order and discipline is maintained within authorized areas -- lounges, smoking area, and picnic/BBQ area.</p>	
7	<u>Security of Rooms</u>	<p>All room doors and windows will be secured when not occupied.</p> <ul style="list-style-type: none"> • Lockers and/or assigned closets will be locked when not in use. • Residents are responsible to ensure their valuables are properly secured. 	<p>Unlocked windows and entry doors will be documented as a Room Inspection failure and resident's command will be notified.</p>
8	<u>Keys</u>	<p>For security reasons, only one key will be issued per resident. All card keys and hard keys must be turned-in upon check out.</p>	<p>Providing room keys to other personnel is strictly prohibited.</p> <p>NOTE: Violators shall be subject to disciplinary action and removal from the barracks.</p>
9	<u>Lock Outs</u>	<ul style="list-style-type: none"> • Residents who lock themselves out of their room should contact the Building Manager during normal working hours or the UH Duty Officer after working hours for assistance. • For security reasons, positive identification is required for access to assigned room. • UH Staff personnel will escort residents and verify their identification by using the Building Manager Report and picture identification (ID). 	
10	<u>Locks</u>	<p>Padlocks are allowed for storage and wardrobe lockers specifically designed to accept such devices.</p> <p>NOTE: Contact the Building Manager if a door lock malfunctions.</p>	<p>Residents are not authorized to install or attach locking devices to their doors</p>
11	<u>Locks - Cutting</u>	<p>Authorization to cut any personal locks of residents must be given by the JBC. This action will only be authorized under the following circumstances:</p> <ol style="list-style-type: none"> a. Upon resident request, and only if the owner presents proper identification. 	<p>Lock cutting is prohibited without authorization from the JBC.</p>

	RULE	PERMITTED	PROHIBITED
		<p>b. When a locker/closet is improperly occupied and the cutting of the lock is authorized by the JBC.</p> <p>c. When entry into the locker/closet is officially required and no satisfactory alternative is available.</p> <p>d. When the owner has abandoned the locker/closet by being on authorized absence, confined to the brig or improperly vacated assigned barracks room. In this case, a representative of the owner's command must be present to assist in the inventory and takes possession of the resident's belongings.</p>	
12	<u>Kitchen</u>	<ul style="list-style-type: none"> • Permanent party facilities equipped with central kitchen areas must be kept clean and sanitary at all times. • All residents are responsible for maintaining and cleaning these areas. • The Building Manager and RAs will inspect the common kitchens on a daily basis to ensure compliance. • Residents with in-room kitchens are required to keep their areas clean and sanitary at all times and free of oil/grime build up. 	Resident shall not leave cooking food unattended
13	<u>Cooking in Rooms</u>	<ul style="list-style-type: none"> • With the exception of microwave cooking, cooking in rooms without a built-in kitchen is prohibited. • Microwave ovens, blenders, bread toasters and coffee makers are the only authorized cooking appliances. 	<ul style="list-style-type: none"> • Equipment such as hot plates, slow cookers, camp stoves, electric skillet, rice cooker and toaster ovens are fire hazards and are not permitted. • Building Managers will confiscate unauthorized cooking equipment. • Confiscated items will be turned over to residents' command representative for proper removal from UH.
14	<u>Food</u>	<ul style="list-style-type: none"> • Prepared food items may be kept in the refrigerator or in tightly sealed containers in the storage cabinets. • Residents are responsible for keeping their food preparation area clean and sanitary. • All perishable foods must be removed by resident and refrigerators cleaned monthly and emptied prior to deployment. 	No open food containers shall be kept in lockers and drawers as this attracts insects and rodents.

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	RULE	PERMITTED	PROHIBITED
15	<u>Vehicles</u>	<ul style="list-style-type: none"> Residents will register their vehicles with Building Manager during initial check-in process via Resident Registration form, per enclosure (3). Residents shall ensure vehicles safety and registration is up to date. Residents will report any changes in vehicle ownership to the Building Manager to update Resident Registration form. During deployments, residents should use MWR long-term storage or register for a deployment pass with the Building Manager. Deployment passes must be displayed on the dashboard. 	<ul style="list-style-type: none"> Abandoned vehicles will be towed at owner's expense. Vehicle repairs are prohibited within UH parking lots. Expired safety and/or vehicle registration will be ticketed by Base Security and/or subject to towing at the owner's expense.
16	<u>Car Wash Area</u>	<ul style="list-style-type: none"> Residents are allowed to wash their privately owned vehicles at designated/marked areas only. Users are required to use nozzles that restrict water flow and are responsible for maintaining cleanliness and keeping the car wash equipment in good repair. 	Changing oil or performing maintenance is not allowed in any UH parking or car wash areas.
17	<u>Bicycles</u>	<ul style="list-style-type: none"> Bicycle storage areas or bicycle racks will be provided for each building. Abandoned bicycles with missing and rusted parts will be disposed of by service member promptly. Registration of bicycles shall be completed with Building Manager within the Resident Registration form. 	<ul style="list-style-type: none"> Chaining or stowing bicycles on the stairways, hallways, and balconies is prohibited. Residents are prohibited from storing bicycles in the assigned rooms due to sanitation and egress concerns.
18	<u>Daily Living Standards</u>	<p>Standards are established to ensure the health, safety and well-being of all UH residents. The cleanliness of each room shall be the responsibility of each occupant who will also share in the cleanliness of common use areas. All new check-ins will be briefed on daily living standards. Residents are expected to adhere to these standards to ensure assigned rooms and common areas are maintained in the best possible conditions at all times. The following daily living standards are established:</p> <p>a. Resident beds shall have the following clean items.</p>	<p>Maintenance of Daily Living Standards:</p> <ul style="list-style-type: none"> Afloat residents not able to maintain daily living standards for three (3) consecutive inspections will be directed to move back to their ship or submarine for 30 days. Personnel will not be allowed to return to UH until the command submits a plan that ensures rooms will be maintained in accordance with prescribed standards.

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	RULE	PERMITTED	PROHIBITED
		<p>(1) One mattress encasement (zipped)</p> <p>(2) One mattress cover/pad neatly tucked under mattress.</p> <p>(3) One fitted sheet neatly tucked under mattress.</p> <p>(4) One top sheet neatly tucked under mattress.</p> <p>(5) One pillow with pillow case either above or below blanket.</p> <p>(6) Bedspread evenly placed on top of bed with an overhang of at least eight inches. Stained or torn linens can be exchanged with the UH Building Manager.</p> <p>b. Room trash containers emptied daily with liners in place. Sinks, showers, bathtubs, and toilets will be clean, mirrors and counters wiped clean daily.</p> <p>c. Kitchen counter tops will be kept clear with the exception of authorized appliances.</p> <p>d. Floors will be vacuumed, mopped, and kept free of debris and personal gear.</p> <p>e. All vents, air ducts, windowsills, and vertical blinds cleaned.</p>	<ul style="list-style-type: none"> • Shore and rotational personnel not able to maintain daily living standards for three (3) consecutive inspections will be referred to their commands for disciplinary action. • Violators may be subject to disciplinary action and removal from the barracks. • Residents are prohibited from using assigned bed without linens and/or mattress encasements. Personnel sleeping directly on mattresses without proper linen and/or mattress encasement will be charged for a mattress replacement.
19	<u>Inspections</u>	<p>UH inspections will be consolidated and conducted in accordance with minimum guidelines set in accordance with reference (c). Consolidating inspection schedules will reduce resident disruptions contributing to their general privacy and well-being.</p> <p>a. Room Inspection Frequency:</p> <p>(1) Fire Inspection- Quarterly.</p> <p>(2) Safety Inspection- Quarterly.</p> <p>(3) Preventive Medicine Inspection- Quarterly.</p> <p>(4) Security Inspection- Semi-annual.</p> <p>(5) Public Works Inspection- Semi-annual.</p> <p>(6) Command Representative/RA- Weekly.</p> <p>(7) SAFLOC and Smoke detector inspection- Weekly.</p> <p>b. Room Inspection Procedure:</p> <p>(1) The inspector or escort will knock firmly, at least twice and announce their presence such as the Building Manager or CMC/1st Shirt/CMD Rep, and allow sufficient time for resident to respond. If there is no response,</p>	

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	RULE	PERMITTED	PROHIBITED
		<p>unlock the door and open partially and announce your presence again.</p> <p>(2) If resident is indisposed (showering, sleeping), the inspecting party will move to the next room and return later.</p> <p>(3) The escort will inform the resident that the room is being inspected and introduce the inspecting party to the resident.</p> <p>(4) Inspectors will not open desks, drawers, lockers or similar containers or disturb private properties in any way. Closet must be securely closed, not ajar.</p> <p>(5) If the resident is not in the room the Building Manager will leave a "Room Visitation Notice" to the resident annotating the time and date of entry.</p>	
20	<u>Garbage</u>	<ul style="list-style-type: none"> • Trash chutes are available within some high rise type buildings. • Building Managers can provide assistance with location of assigned building trash bins and recycle receptacles. 	<ul style="list-style-type: none"> • Residents shall not leave garbage in passageways, laundry rooms, lounges, and other areas not intended for trash. • Large boxes and over stuffed trash bags shall not be disposed of through trash chutes.
21	<u>Diving Tanks</u>	Diving tanks will not be stored with a residual pressure above 14 Pounds per Square Inch (PSI).	
22	<u>Bedding and Linen</u>	Each permanent party resident is issued one set of linen upon check-in and is responsible for the items received. Residents are responsible for washing their own linens and bedding. Soiled or torn linens can be exchanged with the Building Manager. Residents are required to turn-in all linens and bedding upon check-out.	
23	<u>Bulletin Boards</u>	<ul style="list-style-type: none"> • Bulletin boards are provided in UH for official use only. Residents are responsible for reading official correspondence. • Residents desiring to sell or advertise personal messages should contact the NEX/MWR. 	
24	<u>Dart Boards</u>	Only plastic tipped dart boards/darts are permitted in UH rooms	Metal tip darts are prohibited. Residents will be assessed a repair fee for any damages.

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	RULE	PERMITTED	PROHIBITED
25	<u>Pictures & Decorations</u>	<ul style="list-style-type: none"> • If the artwork or decorations are acceptable in the mixed gender work place by Equal Opportunity (EO) standards they will be considered acceptable for display in the room. • In rooms shared with other personnel, courtesy and respect will be maintained. All decorations will be mutually acceptable by all residents. 	<ul style="list-style-type: none"> • No pictures or decorations may be displayed in rooms suggesting support or tolerance for drug use, racial prejudice or other practices that are not in keeping with Navy/Air Force traditions and principles. • Decorations that display or allude to intimate sexual acts or male and female full or partial nudity are prohibited. • Residents will be held liable for excessive damage caused by nails, picture hangers or tape on the walls. • Stickers on walls, windows, mirrors or doors are prohibited.
26	<u>Flags</u>	American and national flags, when displayed, must comply with standard protocols and traditions of display.	<ul style="list-style-type: none"> • Use of the national flag as décor is strictly prohibited. • Displaying flags of other countries or nationalities from windows in plain view of the public is likewise prohibited, this includes anything offensive in nature (ie drugs, racial, etc).
27	<u>Pets</u>	<ul style="list-style-type: none"> • Only fish are authorized. • Aquariums no larger than 20 gallons are authorized. • Aquariums shall not be left unattended for more than three days. 	<ul style="list-style-type: none"> • All animals other than fish are prohibited. • Aquariums exceeding 20 gallons are prohibited. • Violators will be subject to assessed damages beyond normal wear and tear.
28	<u>Electrical Equipment</u>	<ul style="list-style-type: none"> • Televisions, DVD players, game stations, radios, computers, lamps and electric alarm clocks are authorized electrical equipment. • Irons, hair dryers and hair curlers are authorized but must be unplugged after use. • Only Underwriters Laboratory (UL) approved appliances are to be used in your room, including all extension cords and electrical surge protectors. 	Surge Protectors will not be connected in series or with an extension cord.

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	RULE	PERMITTED	PROHIBITED
		<ul style="list-style-type: none"> Scented plug-in aromatic devices are authorized but must be removed during absences greater than one week. All electrical equipment not in use shall be placed in the off mode and chargers unplugged. 	
29	<u>Energy Conservation</u>	<p>All residents shall practice good energy conservation habits by following these simple steps:</p> <ol style="list-style-type: none"> Maintaining AC boundary in all air-conditioned spaces. Turning off electrical items such as lights, fans, TVs, and game stations when not in use or prior to leaving the room. Immediately reporting water leaks or missing lawn sprinkler heads around your building to the Building Manager. Set A/C thermostat at 78 degrees. 	
30	<u>Antenna/Satellite Dish/Cable/Internet Service</u>	<ul style="list-style-type: none"> Indoor antennas may be used in UH rooms. Residents may obtain cable television (TV)/internet service from approved providers on the island and will be responsible for the payment of all charges associated with this service. 	Antennas mounted/displayed outside of individual rooms are prohibited.
31	<u>Air Conditioners (AC)</u>	Due to Region energy conservation requirements, thermostat shall be set to 78 degrees in rooms with building A/Cs.	<p>All personnel are prohibited from installing room A/Cs in all UH facilities.</p> <p>NOTE: A/Cs will be confiscated and member's command notified. Confiscated items will be turned over to residents' command representative for proper removal from UH. Residents are prohibited from tampering with thermostats and A/C baffles located within rooms/closets. Violators will be assessed a repair fee.</p>
32	<u>Candles and flammable materials</u>		All flammable materials are prohibited. The burning of incense, oil lamps, candles or other flammable odor producing materials is prohibited.
33	<u>Combustibles</u>	Small quantities, (4oz or less) Combustible hobby type fluids, model fuels, paint and	Possession of kerosene, gasoline, propane, motor oil, charcoal or other

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	RULE	PERMITTED	PROHIBITED
		fluid/butane/propane for lighters shall be kept within the purchased containers.	combustibles in the room is strictly prohibited.
34	<u>Weapons, Ammunitions and Explosives</u>	<ul style="list-style-type: none"> Weapons and ammunition will be surrendered to the JBPHH Armory for safekeeping. Paintball guns are allowed provided they are registered with the cognizant building manager. 	<p>Guns, bow and arrows, hatchets, knives (blades over three inches), BB/airsoft/pellet guns, mace, pepper sprays, slingshots, fishing spear guns, all martial arts weaponry and explosives such as firecrackers are prohibited.</p> <p>NOTE: When prohibited items are identified, service member's room will be locked out and command and Base Security will be contacted to take custody of items. Violators will be subject to administrative or disciplinary action and removed from the barracks.</p>
35	<u>Conduct</u>	<ul style="list-style-type: none"> Residents are expected to conduct themselves properly at all times. Other actions that distract or affect the health, comfort, safety and security of other residents should be reported to the RAs, UH Officer, or Duty Manager. 	<p>Disciplinary action will be taken for offenses such as:</p> <ul style="list-style-type: none"> Fighting or inflicting bodily injury to others. Disrespectful, loud or boisterous conduct and use of insulting, abusive, threatening, obscene, or inciting language. Theft of personal or government property. Malicious registering of alarms, tampering with alarms signaling devices, emergency equipment and fire extinguishing apparatus. Removal of fire extinguishers and discharging the contents other than for its intended purpose should be reported immediately to Base Security. Residents tampering with in-room smoke detectors will be charged for the cost of repair or replacement. Violators may be subject disciplinary action and removal from the barracks. Hazing.

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	RULE	PERMITTED	PROHIBITED
			<ul style="list-style-type: none"> Littering or contributing to littering of UH space. Violators will be subject to administrative or disciplinary action and removal from barracks.
36	<u>Attire</u>	Comfortable civilian attire is permitted within the complex premises, lounges and recreation area.	The following attire is not acceptable within UH common areas: Bare feet, mutilated clothing, underwear, sleepwear, and excessively soiled athletic attire.
37	<u>Gambling</u>		Gambling is prohibited within any UH property. NOTE: Violators will be subject disciplinary action and removal from the barracks.
38	<u>Smoking / Smokeless Tobacco</u>	If 21 or over, use of tobacco products is permitted only within designated areas located a minimum of 50 feet from UH facility.	Use of tobacco products, to include vaping, are prohibited within UH. NOTE: Violators will be subject to administrative or disciplinary action and assessed a room cleaning fee.
39	<u>Baggage Storeroom</u>	<p>A baggage storeroom is provided in each building for bulky containers, luggage and excess gear. The Building Managers control storeroom access. Procedures are as follows:</p> <ul style="list-style-type: none"> Storage and retrieval is performed during normal working hours from 0800 to 1600, Monday through Friday. Appointments may be made with the Building Manager for stowage/retrieval. In case of emergency, contact the UH Duty Officer. The owner will complete a three-part baggage claim tag. <ol style="list-style-type: none"> (1) Top Portion – Attached to gear stored. (2) Middle Portion – Attached to resident's registration. (3) Bottom Portion – Kept by the resident for retrieval. <p>NOTE: Lockable luggage, chests or materials should be kept locked for security reasons. Otherwise, a joint inventory should be conducted using a Personal Baggage Inventory Sheet. Empty containers should be annotated as "empty" on the sheet. All items stored in the baggage storeroom must be</p>	

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	RULE	PERMITTED	PROHIBITED
		removed prior to check-out. Items will be disposed of after 90 days from the check-out date.	
40	<u>Elevators</u>	<ul style="list-style-type: none"> All elevators in UH are designed to dial to emergency personnel in case of malfunction or entrapment. The elevator maintenance and repair crew will respond to all entrapment calls within one hour. Entrapment that has life threatening situations should be referred directly to the Federal Fire Department for assistance. 	Smoking, eating or drinking while inside the elevator car is prohibited.
41	<u>Vending Machines</u>	<ul style="list-style-type: none"> In the event money is lost in any vending machines within the UH complex, contact NEX at the phone number provided on the front of the machine. Residents or guests will provide the machine number and amount lost to the NEX POC listed. 	Do not tilt, hit or abuse the machine. Doing so may cause damage or personal injury.
42	<u>Washers and Dryers</u>	<ul style="list-style-type: none"> Laundry rooms are open 24/7 for the convenience of assigned UH residents only. All residents should immediately report all out of commission (OOC) machines for repair or replacement. Management will not be held responsible for lost or damaged clothing. Clean lint filter before using dryer. Dispose of your trash in the receptacles provided. Any clothes left unattended after 72 hours will be disposed accordingly or donated to charitable organizations. 	Do not wash rubber or plastic items such as shower curtains, rubber shoes or mats, shipboard items (ie table clothes, napkins, chair covers, etc) or greasy uniforms.
43	<u>Roof Access/ Passage Ways</u>	For safety reasons, roof areas and ledges are off limits. Doors accessing the roof must be kept locked at all times.	Personnel are prohibited from access and/or placing items of any kind on roof or ledges outside room windows or outside room entry doors within passage ways. NOTE: Violators are subject to administrative or disciplinary action and removal from barracks.
44	<u>Accidents and Medical Emergencies</u>	In the event of an accident or medical emergency, personnel at the scene should provide assistance as the situation warrants. Call 911 or 471-7114.	

	RULE	PERMITTED	PROHIBITED
45	<u>Fire</u>	In case of fire, the following steps must be taken right away: a. Sound alarm by activating fire alarm box or panel. b. Call the fire department at 911 or 471-7114. c. <u>Without endangering yourself</u> , secure all windows and doors. Turn off all electrical equipment if possible. d. Fire evacuation routes are posted on the back of each door. Immediately get out of the area and muster in a designated location, usually a parking area in front of the building. e. Standby to render assistance as needed.	
46	<u>Fire Drills</u>	Fire Department will conduct a fire evacuation drill on all permanent party quarters annually.	
47	<u>Fire Escapes and Access</u>	All residents and guests should use the main entrance only when entering the facility for security reasons. These access/egress areas should be free of any obstruction at all times.	All residents are prohibited from blocking, installing tape, doorstoppers or other devices that will enable residents to use room entry door as an alternate entrance to their rooms.
48	<u>Bomb and Chemical, Biological and Radiation (CBR) Threats</u>	UH staff or residents who discover a suspicious object or vehicle must not touch or move it. A report must be made immediately to Base Security by dialing 911.]	
49	<u>Abandonment</u>		When a UH space is suspected to be left abandoned, the member's command/workplace will be contacted. Upon confirmation of abandonment, member's local command will be present to inventory and take possession of resident's belongings. Note: Member may be assessed a minimum room cleaning fee of \$100. If carpet is stained or heavily soiled member may be assessed an additional fee of at least \$125.
50	<u>Leave, TAD or Deployment</u>	<ul style="list-style-type: none"> Every effort will be made to keep the present room for the resident on leave, TAD or deployment. 	Resident room keys shall NOT be provided to any personnel. Note: Violators shall be assessed the cost of rekeying the door and are subject to administrative or

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	RULE	PERMITTED	PROHIBITED
		<ul style="list-style-type: none"> The resident should inform the Building Manager of departure and return dates. 	disciplinary action and removal from barracks.
51	<u>Day and Late Sleepers</u>	<ul style="list-style-type: none"> Tenant command's Leading Chief Petty Officers (LCPOs) and 1st Shirts are encouraged to coordinate in the identification of day sleepers with the UH Staff. Authorized day/late sleepers must obtain and properly post Day and Late Sleeper chits from their respective Building Managers on their doors. All authorized rooms will not be entered until 1400 during inspections and weekly Building Manager visits. 	
52	<u>Theft</u>	<p>Deterrence is the best protection for theft in UH. To prevent crime, follow a few simple steps:</p> <ul style="list-style-type: none"> Keep all valuables locked up. Lock doors and windows when leaving the room. Lockers will be kept locked when not in the room. Report all theft, no matter how small to the UH staff and Base Security. Report all suspicious activity. 	<ul style="list-style-type: none"> Do not leave valuables in parked cars. Assigned room keys are prohibited to be loaned to any personnel. Violators are subject to administrative or disciplinary action and removal from barracks.
53	<u>Lost and Found</u>	<ul style="list-style-type: none"> Lost and found items in permanent party rooms will be turned in to the Building Manager. Owners may claim belongings with proper identification and description of item lost. Money or other high value items will be turned over to base security. Items found will be kept for three months. After this period, all items will be disposed or donated to charitable institutions. 	
54	<u>Mail</u>	<ul style="list-style-type: none"> JBPHH UH permanent party residents can receive mail in consolidated mailboxes located near assigned building. Personnel desiring mail delivery should visit the Fleet Mail Center (FMC) at Building 479, Fleet Logistic Supply Center (FLC), JBPHH. Residents checking out of UH shall fill out a change of address form and return 	

	RULE	PERMITTED	PROHIBITED
		assigned mail key prior to departure/transfer with FMC.	
55	<u>Pest Control</u>	<ul style="list-style-type: none"> • Insect spraying is conducted quarterly or as needed. • Report rodent problems to the Building Manager for eradication. • To decrease infestation, keep food items tightly sealed, covered or refrigerated. 	
56	<u>Comments and Suggestions</u>	<ul style="list-style-type: none"> • Comments and suggestions should be addressed to the UH staff for prompt resolution. • Comments and suggestions about the facilities and services may be submitted by using the suggestion form located at the Arizona Hall Front Desk, suggestion box located in your building area, or provide in writing to UH Complex Manager. 	
57	<u>Trouble Calls</u>	The residents assigned barracks Complex is the central point to communicate problems within living spaces or common areas during normal working hours. Complex Building Manager will provide specific details during New Resident In-Brief.	

Unaccompanied Housing (UH) Resident Check In and Out Procedure

1. Check-In. During normal weekday working hours, Monday through Friday 0800 to 1600, check-ins are handled at Joint Base Pearl Harbor Hickam (JBPHH) Gabrunas Hall UH Admin Office, Building 1323. After-hours check-ins are handled by the JBPHH Arizona Hall Front Desk, Building 1623, from 1600 to 0800 on weekdays and all day on weekends and holidays. For personnel stationed on Wahiawa Annex, the service desk at Building 230 is available 24/7/365.

a. A temporary key valid for up to three working days will be issued upon check-in. A permanent key will be issued upon completion of check-in and New Resident Orientation brief with the cognizant Building Managers. If resident orientation is not completed within three working days, the temp key will be extended for a one-time additional 24-hour period until indoctrination is completed.

b. Building Managers will accompany resident to assigned room where they will conduct a joint room check-in inspection. All discrepancies will be noted on the room inspection form and signed by both resident and Building Manager acknowledging existing discrepancies.

c. Residents will complete registration of vehicle(s) and bicycles with Building Manager during initial check-in process on the Resident Registration form. Building Manager will track resident vehicle information within the UH Modular (UHM) enterprise Military Housing (eMH) database.

2. Check-out

a. Residents must have command approval prior to vacating assigned barracks room. Completed enclosure (8) must be submitted to the Building Manager to initiate check-out inspection.

b. Check out should be conducted with the cognizant Building Manager during normal working hours.

c. Personnel departing on the weekends/holidays should arrange a pre-check out inspection three days in advance with the Building Manager.

d. Issued linens and room key shall be turned in to the Building Manager.

e. Building Manager shall ensure resident's registered vehicles and bicycles are removed from UH facilities on the effective resident's barracks vacate date. Proper annotation of removal will be completed in resident's final check-out inspection and the eMH database.

f. The resident and Building Manager or Duty UH will jointly inspect assigned room. The resident may be held liable for missing or damaged furniture beyond normal wear and tear in accordance with reference (b).

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g. Residents are required to clean their desk, furniture, lockers, trash receptacles, refrigerators, floors and/or carpets, bathroom, shower/tub, sink, toilets, vents, air ducts, windowsills, and vertical blinds. Perishable materials in the refrigerator shared with another resident shall be removed and discarded and inside wiped clean of all spills.


h. UH Room Inspection Form will be used to document compliance with above standards and signed by both resident and Building Manager acknowledging room condition.

i. Personnel who fail to properly checkout with the Building Manager shall be assessed a minimum \$100 cleaning fee.

BARRACKS CHECK OUT FORM

[REDACTED] -- Check-Out

Pearl Harbor, Hawaii
1075 North Rd.
Building # 1323
Pearl Harbor, HI 96860
(808) 473-3562

NAME [REDACTED]		ACCOUNT [REDACTED]	ARRIVAL DATE [REDACTED]	DEPARTURE DATE [REDACTED]	SVM UIC [REDACTED]
SSN [REDACTED]	GENDER [REDACTED]	ROOM TYPE [REDACTED]	BUILDING [REDACTED]	FLOOR / WING / UNIT [REDACTED]	ROOM / BED [REDACTED]
DUTY STATION [REDACTED]		CELL PHONE [REDACTED]	PAY GRADE [REDACTED]	PERSON TYPE [REDACTED]	CLERK [REDACTED]
DEPARTMENT		Notes:			
ADDRESS 1075 NORTH RD					
CITY, STATE ZIP PEARL HARBOR, HAWAII 96860					
UIC PHONE #					
PERSON E-MAIL					
ROOM PHONE #					
					
CHECK-OUT NOTES: [REDACTED]					
SIGNATURE / DATE:					

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RESIDENT ADVISOR AGREEMENT AND DESIGNATION LETTER

From: *Resident Advisor Applicant*
To: Commander, Joint Base Pearl Harbor-Hickam
Via: Unaccompanied Housing Assignment Review Board

Subj: RESIDENT ADVISOR AGREEMENT

Ref: (a) JBPHHINST 11100.2
(b) CNICINST 11103.14

1. Per reference (a), this signed agreement serves as my application for the Resident Advisor (RA) Program at JBPHH. This request is accompanied by a special request chit approved by my command and a copy of my current orders.

2. I understand the following training is required within 30 days of my selection as an RA. It is my responsibility to schedule the training and provide the RA Check-in Form as documentation of completion to the UH Manager for the following:

- a. UH Operation policies and procedures with the UH Manager
- b. UH Facility training with the Building Manager
- c. Sexual Assault Prevention and Response (SAPR) Training with the SARC Representative
- d. Suicide Prevention Training with the Chaplain

3. As an RA, I will be required to:

- a. Understand, support, abide by and enforce local policies while providing customer service and respect for residents.
- b. Operate as a direct communication link between residents and the UH Manager and offer assistance to residents and staff as needed.
- c. Maintain good order, discipline, and military decorum, correct minor infractions as they occur and report more serious infractions as necessary to UH Management.
- d. Provide senior leadership presence at the facility and be available on site during evenings, weekends and holidays on a rotating basis.
- e. Conduct meetings, quarterly at a minimum, with residents to discuss concerns/issues that pertain to indoctrination into military life, professional development, life skills, UH quality of life, safety, health and sanitation. Provide written summations of the meetings to the UH Manager/UHARB.

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- f. Attend training as identified by UH Management.
 - g. Attend RA and UH Advisory Board meetings as requested.
 - h. Coordinate room inspections with the Building Manager(s) to ensure 100 percent inspection of assigned rooms is completed quarterly, at a minimum. Copies of the inspection are maintained by the Housing Office.
 - i. Conduct evening walkthroughs of UH buildings and parking lot areas to maintain safety, security and general cleanliness of the UH area. Any deficiencies will be reported to UH management for action. Any safety and security issues will be reported to Security immediately.
 - j. Ensure SAPR posters and DoD Safe Helpline information are prominently displayed in UH buildings. Notify the UH Manager to contact the installation SARC for new or additional SAPR materials.
 - k. Ensure information regarding Suicide Prevention, Energy Conservation and Disaster Preparedness, etc., are prominently displayed in UH. Notify the UH Manager to contact appropriate installation representatives for new or additional materials.
 - l. Provide 30-day notice to the UHARB to terminate the RA Agreement prior to permanent change of station or for personal reasons.
 - m. Participate within the Region Roving Patrol Program per reference (g).
4. If selected as the Senior RA, I will:
- a. Manage an RA schedule to ensure there is always an RA available on site during nights, weekends, and holidays.
 - b. Conduct quarterly RA meetings to discuss problems or concerns and other important UH issues. I will submit reports from the meetings to the UHARB via the UH Manager.
5. Failure to perform per this agreement will result in my termination from the RA Program by the UHARB. Termination will result in the loss of assigned unaccompanied housing, as applicable.

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6. Acknowledgement:

I, _____, have read the above requirements and accept the responsibilities of Resident Advisor upon designation by JBPHH Commanding Officer. I understand that failure to comply with any requirements will result in being removed as Resident Advisor and loss of assigned housing, as applicable.

Signature_____
Date_____
Work Phone_____
Cell Phone Number

UHARB Recommendation:

1. Per reference (a) and by the authority in reference (b) as members of the UHARB, we recommend <name> as an RA for Building(s)/Floor(s) etc.

If applicable:

2. In addition, we recommend <name> serve as the Senior RA for JBPHH, complex(s) etc.

UH Manager_____
Date_____
UHARB Command Representative_____
Date

GEOGRAPHIC BACHELOR PROCEDURES JAN 22 2019

1. Purpose. To provide policy and guidance concerning the berthing of Geographic Bachelors (GB) in JBPHH Unaccompanied Housing (UH).
2. Background. A GB must meet all of the following criteria:
 - a. Must be assigned as permanent party, i.e., Navy and Air Force personnel assigned to a shore command attached to JBPHH, a submarine or surface ship in their homeport or sea duty component of a deployable unit (e.g., air squadrons/ detachments, Seabee battalions, etc.)
 - b. Receive BAH at the "with dependents" rate. This includes service members paying child support or sole support of a dependent child or parent. Must provide proof of custody.
 - c. Have PCS orders that allow for the transfer of dependents at government expense.
 - d. Have dependents who live outside the host command's geographic area or are not currently on island.
3. Policy. The UH will establish a UH Review Board chartered to review all GB applications for Unaccompanied Housing.
 - a. Board members will, at a minimum, consist of a designated representative of the Joint Base Commander (who will serve as Chair), Command Master Chief (CMC), JB Air Force Senior Enlisted Leader (SEL), JB Housing Director and UH Officer.
 - b. Board members will meet at least monthly and review all GB requests with special emphasis on GBs with true documented hardship.
 - c. Once approved by the board, GBs can be berthed up to 90 days from the date of approval. Additional GB berthing beyond 90 days, will require reconsideration by the UH Review Board. Members are responsible for submitting an updated GB package to the UH Officer.
 - d. GBs may be berthed at less than minimum standards of adequacy for their pay-grade, but not less than 72 square feet.
 - e. GB's do not qualify for 125 cubic feet storage; this is reserved for permanent party residents.
 - f. All personnel desiring housing as a GB must submit a written request, with command endorsement, to the UH Officer for consideration by the UH Review Board.
 - g. Upon approval by the review board, the UH Officer will house all GBs as a Priority 3, space available only.

- h. GBs scheduled for deployment or TAD in excess of 30 days are required to vacate.
4. Action. JBPHH UH will convene a UH Review Board monthly to evaluate eligibility and to assign berthing of GB applicants. Appeals will be reviewed and decided by the JBC, Joint Base Pearl Harbor-Hickam.
5. Format. All personnel submitting GB berthing requests must follow the format contained in this enclosure and provide the following documentation:
- a. Copy of PCS orders
 - b. Documentation of hardship (if applicable)
 - c. Early return of dependents letter (if applicable)
 - d. Flight itinerary (if applicable)
 - e. Family Housing letter intent to vacate or termination of family housing (if applicable)
 - f. Copy of page two
 - g. Financial Counseling
 - h. Command Endorsement Letter
 - i. Member Letter

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REQUEST GEOGRAPHIC BACHELOR ROOM ASSIGNMENT

Date _____

From: _____
 Rank/Rate First Name MI Last Name SSN

To: Commanding Officer, Joint Base Pearl Harbor- Hickam, Pearl Harbor, HI

Subj: REQUEST FOR ROOM ASSIGNMENT AS A GEOGRAPHIC BACHELOR

Ref: (a) CNICINST 11103.5
 (b) CNRHINST 11103.3A
 (c) JBPHHINST 11100.2

Encl: (1) Copy of PCS Orders
 (2) Documentation of hardship (if applicable)
 (3) Early return of Dependents letter (if applicable)
 (4) Flight itinerary (if applicable)
 (5) Family Housing letter intent to vacate or final (if applicable)
 (6) Copy of page two
 (7) Command Endorsement
 (8) Financial Counseling (if applicable)

1. Per the guidelines listed in reference (a) and (b), and by my signatures below, I certify that I meet the following requirements:

a. I am assigned as permanent party to _____
 (permanent party is defined as individuals assigned to a shore command, a submarine [in their homeport], or a sea duty component of a deployable unit, i.e., air squadrons/detachments, Seabee battalions, or aboard a surface ship). _____
 Initials

b. I am receiving BAH at "with dependents" rate and am married. _____
 Initials

c. I have Permanent Change of Station (PCS) orders that allow for the transfer of my dependents. _____
 Initials

d. My family members live outside the Hawaii region geographic area. _____
 Initials

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2. I request room assignment as a geographic bachelor for the following period:

Desired check-in date: _____

Projected Rotation Date (PRD): _____

3. Enclosure (1) is provided as documentation of my PCS status.

4. My dependents are currently residing at _____

5. I consider my request to be hardship related (check appropriate box).

No ☐ Yes ☐ (Enclosure (2) is submitted to document this hardship).

6. My current mailing address is: _____ .

7. I can be reached by telephone at work _____ cell _____ and
email _____.

Signature of Requestor

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BASIC ALLOWANCE FOR HOUSING

1. The JBC is the approving authority for BAH for Shore/Rotation E4 and below and sea duty E4 greater than 4 years of service (YOS) unaccompanied personnel per references (c) and (d).
2. In accordance with reference (c), the JBC shall ensure full utilization of UH. Full utilization of UH is defined as 95% occupancy of available barracks inventory. BAH approval is contingent upon full utilization.
3. Navy unaccompanied personnel on sea duty E1 through E3 and all E4 with less than four YOS, are not authorized BAH per references (d) and (j).
4. All E6 and above and paid E5 unaccompanied personnel must report to the Navy Housing Services Center within 72 hours upon arriving on island to receive housing referral services to assist with available community housing options.
5. Air Force unaccompanied personnel are authorized BAH, regardless of the level of UH utilization, within 60 days of marriage, if setting up a household within the local area and may submit a command approved request to the UH Manager to reside within community housing and receive BAH. Member's command must submit proof of marriage within 30 days after intended date of marriage to continue BAH. If marriage does not occur, member shall be moved back into the barracks. Air Force personnel shall submit completed enclosure (8), BAH Request Form, when seeking BAH approval and completed AF 546, BAH Start/Stop to the UH Admin with final processing at the finance center.

Personnel Automatically Authorized BAH

Member is:	Sea Duty	Shore/Rotational
Navy	E5(paid)	E5 (paid) and above
Air Force	N/A	E4 with three YOS or greater

6. Unaccompanied Navy E1 through E4 sea duty and shore/rotational duty and Air Force E1 through E4 less than three YOS will reside in UH barracks.

7. Unaccompanied personnel who may request to draw BAH in lieu of government berthing when utilization is 95% or greater:

Member is:	Sea Duty	Shore/Rotational
Navy	E4 over four YOS	E1 through E4
Air Force	N/A	E1 through E4 less than three YOS

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8. BAH Waitlist

a. Placement on BAH Waitlist is required for personnel to compete, by seniority, for BAH Waiver approval in lieu of government quarters.

b. BAH waitlist priority is by member's:

(1) Rank.

(2) Date of Rank.

(3) Active Duty Service Date.

(4) Date of Application.

c. BAH wait list requirements for personnel listed in paragraph 6 shall be submitted to the UH Officer on completed Form UH SF-1, BAH Waitlist application, enclosure (9).

d. BAH Waitlist Procedure:

(1) Upon receipt of command approved enclosure (9), UH Officer places service member on the BAH Waitlist based on paragraph 7.b.

(2) The UH Officer will manage the BAH waitlist. Once UH inventory has reached 95% occupancy, the first person on the BAH waitlist will receive an email notification stating receipt of BAH waiver approval, also carbon copied will be the service member's CMDCM or 1st Shirt as indicated on members' BAH waitlist application.

9. BAH approval process for UH residents. The following process shall be completed to receive BAH approval from the JBC:

Step	Service Member Action:	Purpose:	When:
1	Receipt of BAH Waiver Approval Email Air Force personnel with marriage date and command approval:	Acknowledge Receipt of BAH Waiver approval via Email	Response with 48 hours from date of email or be removed off the BAH waitlist. Within 60 Days of marriage.
2	Visit UH Admin, Building 323, Gabrunas Hall	Receive BAH Request Form, enclosure (8) and rental resource brief. Provide copy of approved BAH waiver email.	Within 30 Days of email notification.

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3	Complete and sign BAH Request Form Section I and 2A.	Section I and 2A - Provide complete, accurate rank, date of rank and Time in Service information.	Within 30 days of email notification.
4	Route BAH Request Form through parent command to complete Section 3 and 4.	Complete - section 3 and 4: Command approves request to reside within the community. Section 4: Member's CO/OIC verifies information provided in Section I and 2A.	Within 30 Days of email notification. Note: Residents are cautioned against signing a rental lease prior to receiving parent command and JBC approval.
5	Seek and sign rental lease	To secure rental and sign lease	Within 30 days of email notification. Prior to checking out of assigned barracks room.
Step	Service Member Action:	Purpose:	When:
6	Visit FLC NAVSUP FMC	Complete: Section 5 Checkout Verification Stamp. Complete change of address card and return mailbox key.	Within 30 days of email notification. Prior to checking out of assigned barracks room.
7	Complete check-out room inspection with Building Manager	Section 5: Receive Barracks Check-Out form and provide copy to UH Admin.	Within 30 days of email notification. Note: Parent command approval signatures are required in Section 3 and 4 prior to vacating assigned room.
8	Visit UH Admin, Building 1323, Gabrunas Hall	Provide completed and signed BAH Request Form: Section I and 2A: Member Section 3 and 4: Parent Command Section 5: Provide: 1) Barracks check-out form 2) NAVSUP FMC Checkout	Within 30 days of email notification

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		Verification Stamp	
9	Receive approved BAH Request Form from UH Admin.	Receive a Certificate of Non-Availability (CNA) or AF 546, BAH Start/Stop	Within 30 days of email notification.
10	Navy personnel - Provide command CPPA approved BAH Request Form and CNA received from UH Admin Air Force Personnel - Complete AF 546 via UH Admin	Command CPPA to submit in TOPS to complete final processing via PSD. Final processing to finance center.	As advised by command CPPA to meet PSD pay cut-off dates. Weekly transmittals submitted to finance center.

a. All UH residents are required to have command approval prior to vacating their assigned barracks per reference (c). UH Building Manager is not authorized to vacate residents without Section 3 and 4 of enclosure (8) completed with approved command signatures.

b. Navy personnel shall submit approved BAH Request Form, barracks check out form and CNA to command CPPA for submission into TOPS for review by Personnel Service Detachment (PSD) to complete BAH process. Air Force personnel will complete AF Form 594 Application and Authorization to Start/Stop BAH with UH Admin and submit to finance for final processing.

c. If resident fails to submit required documentation to UH Admin within 30 days of email notification, member will be removed from the BAH waitlist and be required to re-submit enclosure (9).

d. All personnel on the BAH waitlist shall be cautioned against signing any rental lease agreement without receiving BAH approval from parent command and JBC.

10. Froked Service Members. Shipboard Sailors froked to the paygrade of E5 who have less than four years of service are not eligible for BAH and shall not be displaced from UH. All other Sailors froked to the pay grade of E5 who have more than four years of service may request placement on BAH waitlist as stated in paragraph 6 above.

11. Pregnant Servicewomen

a. Navy shore duty/rotational and Air Force E1 through E4 service members may request BAH at any time during pregnancy. After the 20th week of pregnancy, the JBC shall authorize BAH if requested by the service member, per reference (c).

b. Sea Duty E1 through E4 service members may request BAH after the 20th week of pregnancy, and the JBC shall authorize BAH if requested. Up until the 20th week of pregnancy, E1 through E4 will reside in UH while in homeport. The authorization for housing allowances ends if the member does not maintain custody of the child.

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c. Doctor's medical certification of pregnancy and BAH supporting documentation shall be verified by member's parent command when completing enclosure (8), per reference (c).

12. BAH Exception to Policy (ETP) Request. All exception to policy requests shall be submitted per enclosure (1), paragraph 12.a.

13. Unaccompanied personnel identified in paragraph 6 requesting for retroactive BAH of 30 days or greater, shall be submitted in writing to the JBC for consideration per enclosure (1). Requests will require endorsement by member's CO with justification explaining member's delay in processing BAH and pertinent supporting documentation.

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FORM: UH SF-01
Updated: 9/30/2016**BAH WAITLIST APPLICATION**

Section I: Fill in all requested data completely, current LES must be provided as an attachment to this form. Failure to do so will delay the processing of your request. All requests shall be routed through service members' chain of command. The UH Officer will only consider requests that have been completely filled out and approved. Approval must be by the member's Commanding Officer with signature.

Service Member's Name (Last, First, MI): _____ Email: _____		Paid Rank: _____	Date of Paid Rank: (mm/dd/yy) _____	Gender: (M/F) _____	SSN (last 4): ____-____-____	Current Berthing (UH/Ship/CivilianRental) _____
Current Command _____	Rotation Date: (mm/dd/yy) _____	Active Duty Service Date: (mm/dd/yy) Phone Number () _____	Commanding Officer Endorsement: _____ (Print Name) _____ (Signature) Date: _____		CMDCM/1st Shirt Endorsement: _____ (Print Name/Signature) _____ (Email)	

Section II: I, the undersigned, understand I am requesting permission for a release from assignment to Unaccompanied Housing (UH) and if approved by UH Officer, will be eligible to receive BAH allowance in lieu of government owned barracks berthing. I also understand the conditions set forth below, which I have initialed.

Initial the below statements:

() I understand that once approved release from UH barracks from BAH waitlist, additional documentation is required to be submitted to UH Admin office to complete BAH processing within 30 days or my name will be removed from the BAH waitlist and I will be required to re-submit BAH waitlist application, UH SF-01 for reconsideration.

() I understand if I currently reside in UH barracks, I am required to vacate my assigned barracks rooms by successfully completing a room inspection with the UH Building Manager. I further understand, I am not entitled to a government funded local move.

Service Member (Print/Sign): _____	DATE: _____
Unaccompanied Housing Admin (Print/Sign): _____	DATE RECEIVED: _____

Section III: Unaccompanied Housing Officer's Decision on Release From Assignment To Unaccompanied Housing.
 The following determination has been made regarding the above request for a waiver from assignment to UH quarters. Any appeal of a negative decision must be submitted in writing, via member's chain of command, to the JB Commander.

Mandated UH barracks occupancy rate is currently 95% or greater

☐ YES ☐ NO -- Added to Wait List Yes/ ELIGIBILITY DATE: _____

<input type="checkbox"/> Approved (UHO initials) _____	<input type="checkbox"/> Disapproved (UHO initials) _____
Unaccompanied Housing Officer: _____	Date: _____